

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses administrative and supervisory positions, the major duties of which include completing assigned records and reports, and supervising subordinate fire officers as they direct work at the fire stations and at the scene of an emergency. The employee of this class works to ensure that rules and regulations are being followed and that district policy is being carried out. The Deputy Fire Chief also assists the Fire Chief with organization and administration of the department, with public relations, occasionally with assigned finance or budgeting projects, and may be called upon to act as chief in the absence of the Fire Chief. The Deputy Fire Chief receives general instructions only and operates independently in most areas. The class ranks directly below that of Fire Chief and work is reviewed and supervised by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to all alarms for major fires or those received from congested areas in which fire might result in serious loss either to life or property; supervises subordinate employees in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties.

Operates communications equipment at an emergency scene to maintain communications between the fire scene and other authorized personnel, to call for assistance when needed, and to relay necessary information on operations at the emergency scene; sees that the needs of fire fighting and other emergency personnel at the scene of an incident are met; acts as coordinator between fire fighting personnel and law enforcement personnel at the scene of an emergency.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department; writes newspaper articles or any other type of official department position paper for publication; answers telephone inquiries about operation of the fire department or any related areas of emergency services.

Supervises the general care, maintenance, and use of departmental alarm and signalling systems, fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property; checks all fire department equipment such as communications systems, fire fighting apparatus, etc., on a regular basis to assure that equipment is in correct operating condition.

Supervises department employees, discussing performance of subordinates with superiors and providing assistance to subordinates in technical areas of work; sees that all department personnel are assigned in areas in which they are qualified to work.

Studies new laws, regulations, ordinances, and court rulings relating to fire department operations in order to incorporate such into the operations of the department; keeps informed on modern methods of fire department work and any local conditions which the department may be called upon to combat.

Works to see that department operations help the city to obtain favorable ISO ratings.

Reads graphs, charts, manuals, records, etc., and compiles and analyzes data needed for reports; writes narrative reports including reports on operations, fire department statistics, trends, requests, proposed legislation, or local ordinance changes, etc.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of District Fire Chief with at least two years, after confirmation,

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prior to the closing date of applications.

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